



**Human Services Field-Placement  
Site Supervisor's Final Evaluation Form**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Placement/Agency** \_\_\_\_\_

**Site Supervisor** \_\_\_\_\_

*To the site supervisor: In each category, mark the one phrase that describes the student most accurately.*

**1. ABILITY TO FOLLOW INSTRUCTIONS**

- Uses initiative in interpreting and following instructions
- Usually follows instructions with no difficulty
- Follows instructions with some difficulty
- Needs repeated detailed instructions

**2. APPEARANCE**

- Exceptionally neat and appropriately dressed
- Neat and appropriately dressed
- Satisfactory appearance and dress
- Sometimes neglectful of appearance and dress

**3. ATTITUDE TOWARD WORK**

- Takes a keen interest in the training and takes initiative to learn
- Shows interest in training and has desire to learn
- Has some interest in the training
- Shows little interest or enthusiasm for the training

**4. ATTENDANCE AND PUNCTUALITY**

- Never absent or late without good cause
- Seldom absent or late without good cause
- Occasionally absent or late
- Frequently absent or late

**5. COOPERATION**

- Always cooperates eagerly and cheerfully
- Usually cooperates eagerly and cheerfully
- Cooperates willingly when asked
- Cooperates reluctantly

**6. PUBLIC RELATIONS**

- Extremely tactful and understanding in dealing with all types of clients/people
- Usually poised, courteous, and tactful in dealing with clients/people
- Tries to please clients
- Sometimes lacks poise and seems indifferent to others

**7. DEPENDABILITY**

- Meets all obligations unfailingly without supervision
- Meets obligations with very little supervision
- Meets obligations under careful supervision
- Sometimes fails in obligations even under careful supervision

**8. EXPENSE CONSCIOUS (Materials and Equipment)**

- Extremely careful in using materials and equipment
- Uses good judgment in using materials and equipment
- Takes average care in using materials and equipment
- Careless about equipment and materials

**9. WORK SKILLS**

- Possesses all of the essential skills and related information
- Has an above average command of the essential skills and related information
- Has an acceptable command of the skills and related information
- Lacks the essential skills and related information

**10. OBSERVANCE OF RULES**

- Always observes agency rules
- Seldom disregards agency rules
- Observes most of the agency rules
- Frequently neglects agency rules

**11. QUALITY OF WORK**

- Has aptitude for doing neat, accurate work, and exceeding the requirements
- Does more than required amount of neat, accurate work
- Does normal amount of acceptable work
- Does less than required amount of satisfactory work

PLEASE CHECK THE MOST APPROPRIATE RESPONSE:		Needs Improvement	Fair	Average	Very Good	Excellent
<b>12. Personal Qualities</b>	a. Stability, maturity					
	b. Sensitivity, non-judgmental attitude					
	c. Vitality, enthusiasm					
	d. Ability to apply learning					
	e. Use of good judgment					
	f. Integrity, values importance of confidentiality					
	g. Flexibility, acceptance of divergence					
	h. Sense of commitment and involvement with others					
<b>13. Role Expectations Within Agency Setting</b>	a. Understanding of agency function and operation					
	b. Ability to use resources creatively					
	c. Work load organization					
	d. Colleague relationship					
	e. Work with groups					
	f. Ability to implement role demands as an Human Service student					
<b>14. Demonstration of Professional Qualities</b>	a. Demonstrates conscious disciplined use of self					
	b. Increasingly functions more autonomously in areas of competence					
	c. Uses criticism constructively					
	d. Skilled in counseling techniques, if applicable					
	e. Uses and applies professional literature					

**15. OVERALL EVALUATION OF STUDENT'S TRAINING**

- Outstanding
- Above average
- Average
- Below average
- Poor

16. What traits may help or hinder the student's advancement?

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17. Would you recommend this student to pursue a career related to this experience? If so, what additional recommendations would you make to better prepare the student for such a career?

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18. What special problems, if any, affected this student's performance of objectives (such as inappropriate timing of the experience, deficiencies in academic training, etc.)?

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19. Has this evaluation been discussed with the student?  Yes  No

20. Comments:

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**Site Supervisor's Signature, Title**

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**Date**

Thank you for supporting and mentoring our student this semester at your site!